



Georgia Department of Revenue

Job Announcement: 04-12

Division Name: Compliance Division

Position Information Summary

Job Codes:	41482/41487/41492	Job Name:	TS:Examnr/Coletr/Rev Agts – EL/WL/AL (Revenue Agents)
Position Number:	Multiple	Expected Hiring Range:	Entry Level: \$24,322.01-\$30,000 Working Level: \$29,399.50-\$37,000 Advanced Level: \$32,418.30-\$45,000 Note: Individual salaries will be determined based on education, experience, and State Personnel Board Rules
Division:	Compliance Division	Location:	Multiple Regional Offices statewide
Opening Date:	4/15/2011	Closing Date:	Posted until positions are filled

Position Duties:

THIS ANNOUNCEMENT WILL BE USED TO FILL A NUMBER OF POSITIONS AT THE Entry Level 41482, Working Level 41487, AND Advanced Level 41492 IN MULTIPLE REGIONAL OFFICES STATEWIDE.

The Department of Revenue is hiring Revenue Agents who will be responsible for financial customer service, researching tax liabilities, collecting unpaid taxes, and initiating enforced collection activities. Duties include corresponding with taxpayers, their representatives, banking institutions, and court offices, by mail, phone, and in person. Duties require high levels of computer research skills, customer service skills, analytical skills, and independent judgment. These positions require a Drivers License and personal vehicle to spend up to 60% of work time on field assignments in a multiple-county area interacting with taxpayers, performing investigations, and taking enforcement action.

Position Status: Unclassified

Entry Qualifications:

Entry Level 41482:

One year of experience in accounting, bookkeeping, auditing, tax, law, or collections,

OR an Associate degree in business.

AND a passing score on the Revenue Agent Test. Only applicants with a score of 75 and above will be considered for an interview.

Working Level 41487:

One year of experience at the lower level (TS:Examnr/Coletr/Rev Agts (EL))

OR Two years of related experience in accounting, bookkeeping, auditing, tax, law, or collections.

AND a passing score on the Revenue Agent Test. Only applicants with a score of 75 and above will be considered for an interview.

Advanced Level 41492:

Bachelor's degree in a related area (business, math, or law) AND Two years of related experience in accounting, bookkeeping, auditing, tax, law, or collections

OR Two years of experience at the lower level (TS:Examnr/Coletr/Rev Agts (WL)) or at an equivalent position

OR Three years of experience in accounting, bookkeeping, auditing, tax, law, or collections.

AND a passing score on the Revenue Agent Test. Only applicants with a score of 75 and above will be considered for an interview.

Required Revenue Agent Test:

Only applicants with a score of 75 and above on the State Personnel Administration's Revenue Agent Test will be considered for an interview. To schedule an exam or check on score status, contact the State Personnel Administration Testing Center at 404-656-2728. For more information on the Revenue Agent Test, visit <https://www.careers.ga.gov/jobsearch/jobdetail.asp?ReqNum=474-41482ae>. You must indicate the counties that you are available to work in when taking the Revenue Agent Test.

Preferred Qualifications:

- A Revenue Agent Test score of at least 75.
- Accountability
- Judgment and Decision Making
- Customer Service
- Teamwork and Cooperation
- Results Orientation
- High School Diploma or equivalent
- Good verbal and written communication skills.
- The ability to make decisions without direct supervision.
- The ability to accomplish goals in groups or teams.
- The ability to interpret tax laws, policies, rules, and regulations pertaining to tax collection.
- The ability to provide professional service to internal and external customers.
- Driver's license and vehicle for field visits in assigned territory.
- Familiarity with tax processing computer systems.
- Classes or work experience in accounting.
- Knowledge of garnishment procedures.
- Knowledge of tax collections.
- Knowledge of tax laws and interpretation.
- The ability to speak a foreign language, especially Spanish.
- Customer service experience by phone or in person.
- A Bachelor's or Master's degree in business, math, or law.
- Work experience with this Department, Division, and/or unit.

How to Apply:

This announcement is open to the Public.

Applicants must apply by passing the Revenue Agent Test with a score of 75 or more, listing the counties they are available to work when taking the test, and detailing all education and experience on their www.careers.ga.gov resume. To schedule an exam or check on score status, contact the State Personnel Administration Testing Center at 404-656-2728. For more information on the Revenue Agent Test, visit <https://www.careers.ga.gov/jobsearch/jobdetail.asp?ReqNum=474-41482ae>.

This announcement will remain open until the positions are filled or a sufficient number of candidates are under consideration.

For more information on employment and benefits with the Georgia Department of Revenue, visit our website at www.etax.dor.ga.gov. Due to the large volume of applications received by this office, only applicants

selected for interview will be notified for final applicant selection. If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).